

FINANCIAL

Annual Resource Management Plan System (Armpps)

ARMPS is the tool used annually to manage the unit's resources for each fiscal year, which is October 1 through September 30.

Preparation:

LAO will notify secretary when to begin entering new FY into ARMPS. Enter all data into ARMPS computer program following instructions from Area Office and ARMPS manual.

1. Collect request from staff for next FY:
 - Travel, meetings (cities, dates, purpose), rough estimate of costs
 - Purchases of equipment and supplies
 - Utilities
 - New positions, promotions and awards (& bonuses), status of vacancies, retirements, financial incentives (recruitment), HQ's funded post doc.
 - Training
 - Facilities
 - Agreements--Specific Cooperative, CRADAs, grants, RSAs, hourly labor, graduate students, etc.
 - Apprenticeships, interns, STEP
 - Permanent fund transfers, temporary fund transfers
 - Space allocations
 - Assign % employee time (FTE) to CRIS
 - R&M projects
 - HPRL items
2. LAO provides:
 - Salaries
 - Indirect costs
 - Position staffing plan
 - Biotechnology assessment figures
 - Year-end rollover instructions
 - Due dates for first, second, and final drafts of ARMPS & Travel Plan

AD, CD, and AAO provide:

Policy, instructions, and due dates for ARMPS process

3. State of the Management Unit (MU)
 - Written by RL, with input from scientists

In the State of the MU in the "Funding" section, insert the following paragraph:

Safety, Health and Environmental Management. SHEM issues, goals and objectives (short and long-term). The _____ Unit has budgeted for EAP (\$____); OMSP (\$____); personal protective equipment and clothing (\$____); supplies and materials (\$____); facilities and equipment inspections and certifications (\$____); abatement and corrective actions (\$____); hazardous waste management and disposal (\$____); radiological licenses (\$____); training (\$____); and acquisition and HPRL priorities (\$____). Hazardous Waste Clean-up Funds estimated at (\$____). SHEM personnel include (number) _____ safety representatives (manager/specialist/CDSO); _____ safety committee members; _____ chemical, biological, radiological and disposal officers; _____ pesticide applicators; and, _____ commercial licensed drivers.

In the "Facilities" paragraph it should address the mandatory 4% R&M as follows:

"The mandatory 4% R&M (\$_____) has been budgeted and is reflected in the "Facilities Plan", OR "We request a waiver of X% (\$_____) of the mandatory 4% R&M (\$_____)".

In the "Assistance" section: Description of work to be/being completed. The table shown below is an excel file and an attachment to ARMPS.

ASSISTANCE SECTION AGREEMENT INFORMATION						
FY-2004 ARMPS (408)						
LOCATION/MU: AMES/	PLANT INTRODUCTION					
				Total Funded/	Amount	ARS-425
	Title of Funded/Pending Project;			Proposed \$	Available	ARIS
ADODR/PI/CO-PI	Source of Funds; CRIS Number	Start Date	End Date	(All Years)	Current FY	LOG #
Gardner, Candice	Plant Germplasm and Information Management and Utilization	10/1/2003	9/30/2004	\$532,522	\$532,522	
Widrechner, Mark	Center for Research on Botanical Dietary Supplements; original source NIH, subcontracted through Iowa State University, 3625-21000-031-06R	7/22/2002	5/31/2003 will extend	\$66,318	\$33,159	22541

4. Run the Validation Option to check for errors. Guidance may be obtained from the LAO and staff.
5. Print first draft and proofread for correct entry. Forward to RL. RL may make changes and return it for the changes to be entered in ARMPS.
6. Use checklist of ARMPS procedures provided by Area Office.

Attachments to ARMPS:

1. Travel Plan (excel file):
List of national, and international meetings for upcoming FY includes:
Meeting name, location, dates, cost, staff to attend, purposes
(presentation, participation, attendance)

Adequate dollars must be budgeted in ARMPS to cover all travel anticipated, including but not limited to:

Site visits
Domestic meetings
Foreign/international travel
Travel for training purposes
Relocation expenses

2. Assistance (excel file):

Reference:
ARMPS manual